



Arizona Department of Education  
**Research and Evaluation Section**  
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Tom Horne  
Superintendent of  
Public Instruction

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Dear Principal/Charter School Director:

The data collection period for the school year 2004-05 School Report Card (SRC) is fast approaching. **The SRC data collection website will open on Monday, May 10, 2004 and close on Friday, July 30, 2004.** In accordance with A.R.S. §15-746, all Arizona public schools must submit a SRC. Please note that this year's data collection period is earlier than last year in order to provide parents and the public timely information about schools; to publish AZLEARNS school classification information that is required to appear on the SRC (A.R.S. §15-241); and to be in compliance with No Child Left Behind (NCLB) requirements. In accordance with NCLB the Arizona Department of Education (ADE) will be publishing not only a School Report Card but also District and State Report Cards. The School report card will be printed during the first three months of 2005. The Department of Education will be printing your school's total enrollment to enable you to send out a copy to each household in your school.

To access the School Report Card Website, please go to [www.ade.az.gov](http://www.ade.az.gov) and click on Common Logon. Enter your USER NAME ACCOUNT and PASSWORD, and then click Continue. The Application Access Menu will provide you with a list of options, Click on SCHOOL REPORT CARDS. Please review the Instructions and Glossary before accessing the individual pages. Each page must be reviewed and updated. In order to submit the school report card, Completed must appear in the status column before the Submit button will appear. Please keep in mind that charter schools with multiple sites must submit a School Report Card for each site.

If you experience any difficulties with the Logon or Password, please contact the Enterprise Office at [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Technical problems should be directed to your District Technical Department or your local [Regional Training Center](#).

Electronic submission is encouraged to ensure the accuracy of your data. **It is the school's responsibility to edit the SRC submission for errors** before submitting report card data. The ADE will print all information exactly as submitted. We understand that with the additional time allowed for submission, schools may experience changes that need to be reflected in the SRC; however, once you have submitted the SRC, you cannot reedit the report card. If additional changes are required, please contact La Donna Woodworth at (602) 542-5022 or e-mail at [lwoodwo@ade.az.gov](mailto:lwoodwo@ade.az.gov).

The deadline for submission of your school's data to ADE is **Friday, July 30, 2004. Please note, failure to submit the school report card may result in the withholding of classroom site fund monies as indicated in A.R.S. §15-241 and/or make the LEA ineligible for competitive federal grants.** Additionally, a list of schools that fail to submit a SRC will be made available to the public and the Arizona Legislature. Given the importance of this data collection, please add this important date to your calendar.

Thank you for your prompt response to this request. Any questions concerning the SRC should be directed to La Donna Woodworth at (602) 542-5022 or e-mail at [reportcards@ade.az.gov](mailto:reportcards@ade.az.gov).

Sincerely,

**Dr. Ildiko Laczko-Kerr,**  
Deputy Associate Superintendent  
**Research & Evaluation**  
(Ref#: RE04006-EH)